

Arnold, Bradley

From: Cottrell, Scott
Sent: Tuesday, October 18, 2011 2:37 PM
To: Taylor, Amanda
Cc: Arnold, Bradley; george@hoganlawfirm.com
Subject: HVAC contractor policy
Attachments: HVAC Contract Policy.docx

Amanda,

Please insert this PWD policy regarding how to handle the situation wherein a relative on one of our Facilities Maintenance staff has been recommended by the selection committee for award of on Call HVAC, and yet our employee is our HVAC expert and would have some contact with them, during off duty hours, as a minimum.

Bradley - As we discussed, to take David totally out of the on call rotation would cut the force by 20% and penalize the others. I re-worded the last paragraph to allow him to respond to an emergency and also contact his chain of command for relief. As you noted, even these duty day and after hours measures are a disruption to our normal modus operandi.

Scott

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